

May 2024

Dear Co-op Employer:

Thank you for participating in the cooperative education program and providing a valuable experiential learning experience for TLDSB students. Please review the following items of information:

- ❖ The Work Education Agreement is to be completed and signed by all parties prior to the commencement of the work term.
- ❖ The TLDSB Cooperative Education Placement Assessment Checklist is to be completed and signed by the employer and returned to the co-op teacher.
- ❖ It is required that **workplace health and safety** and **emergency procedures** are reviewed with the student. Inform students if personal protective equipment is required and if WHMIS is a concern at your workplace, the student should be oriented.
- ❖ The Ministry of Education's insurance policy **does NOT** provide coverage for students operating employer's or customer's vehicles.
- ❖ An orientation session outlining policies and procedures such as breaks, dress code, location of safety equipment, use of electronic devices and cell phones, and other pertinent information should take place at the beginning of the placement. An introduction to other staff and a tour of the facilities will help them to feel more comfortable.
- ❖ **Work expectations** are to be discussed between the employer and co-op student within the first week of placement.
- ❖ Students will require you to verify their hours of work each week. The Weekly Activity Report will be in paper form or can be made available electronically through Hour Republic if you prefer.
- ❖ Placement visits by the co-op teacher will occur throughout the semester.
- ❖ If attendance or any concerns arise, please notify the co-op teacher as soon as possible.

If you have any questions or comments, please do not hesitate to call. Once again, thank you for taking part in our program. We look forward to a successful partnership.

Kinds Regards,



Lisa Uldriks

Principal, Adult & Alternate Education Centres

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